

**GENERAL DEFINITION OF WORK:**

Performs difficult professional and administrative work planning and directing all recreation and parks and facilities activities for the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing, directing and administering County-wide recreation and parks programs; planning and administering departmental programs and budgets; coordinating work with County Administrator, Parks and Recreation Board and other departments; preparing and maintaining records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Hires, supervises, evaluates and directs assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; reviews and approves performance appraisals of division managers.
- Implements all directives, policies and actions of the Parks and Recreation Board; provides support for Board operations; represents Board to the public, County government, other parties as appropriate; directs day-to-day operations of the department.
- Develops, controls and oversees budgetary and financial elements, including federal, state and private grants and donations; implements strategies and fosters development of alternative sources of funding, equipment, property and labor; approves, accounts for and oversees use and care of all departmental resources.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff; assists with complex problem situations; provides technical expertise.
- Develops overall plans and direction for all programs, events, rentals, concessions, parks, historical sites information, etc.; develops long and short-term plans, goals and objectives; supervises current and long-term planning policy and program implementation; studies the community and establishes and implements strategic plans for departmental response to existing and forecast needs.
- Coordinates all departmental operations with County Board of Supervisors and administrative philosophies/policies/guidelines; consults with County Administrator, Board of Supervisors, County officials, consultants, local, regional, state and federal government agencies and other officials to review department operations/activities, review/resolve problems, receive advice/direction and provide recommendations; serves as liaison with local, regional, state and federal resource offices and the private sector to coordinate services and share information.
- Receives, prepares or completes various forms, reports, administrative reports, activity reports, Parks and Recreation Board reports, policies and procedures, agenda items, requests for proposal/qualifications, technical reports, budget documents, performance appraisals, tables, charts, graphic presentations or other documents.
- Attends meetings; makes presentations; participates and represents the County on designated boards, committees, task forces, etc.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of all phases of community recreation activities and their administration; comprehensive knowledge of the principles and methods of park and playground planning and development; thorough knowledge of the principles and practices of public administration with special reference to personnel and budget administration; ability to develop and execute a well-rounded program of recreation activities; ability to cooperate with and interpret recreational philosophies to County authorities and private groups and agencies and the general public; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with government officials, volunteers, community groups, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from an accredited college or university with major course work in Recreation and Park Administration or related field and extensive experience in the administration of recreational programs and in the development, planning and operation of recreational facilities.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.